

PPLFF: AGENDA—August 19, 2004

1. Sponsors
 - Deadline for the program
 - Checking the listings
who? Entire committee?
2. The Printed Program
 - To the printer by Sept. 7?
 - Inclusions, suggestions
3. Hospitality
 - FAC
4. Projecting Equipment
5. Film Traffic
6. Publicity
 - Brochure distribution
 - Callas Forever Flyer—distribution
 - Photos for Indy and Gazette
 - Calendars *RPA*
7. The Festival
 - Evaluation forms (anyone heard from Lori?)
 - Power point
8. Future Meetings—What more do we need???

Sept. 2nd, 9th, 16th

PPLFF Meeting Minutes - 19 August 2004

The following members were in attendance:

Name	E-mail	Phone
Arnell Alston		
Robert Armintor		
Alma Cremonesi		
Bill Crissman		
Tim Fotinos		
Joe Jenkins		
Jonelle Neighbor		
Marty Pebler		
Jeff Stachel		
Bob Steinborn		
Bev Wasil		

The following members were unable to attend:

Lori Adams	
Jerry Morris	
Marie Walden	
Eric Verlo	

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- 1) The meeting was called to order at 19:00.
 - 2) Alma reiterated that it was crucial to follow up on potential sponsors and sponsors that have been tardy in returning their sponsorship packets. Because we are still waiting on some of these sponsors, the sponsorship submission deadline has been extended until 27 August.
 - 3) It was agreed that the printed program must be ready to go to the printer NLT 7 September. A prepared copy of the final program draft will be circulated to the committee for proofreading about 48 hours before submission to the printer.
 - 4) Hospitality was discussed, and Bev reported that after studying the various catering options she has concluded that Cravings would offer us the best deal.
 - 5) Jeff has negotiated a deal with SeavCo, the company that will supply the video projection equipment for the festival. We will be giving them prominent advertising placement in exchange for a \$1300 discount in their fee.
 - 6) Alma and Tim will organize a system to coordinate the incoming and outgoing film shipments that will occur before, during, and immediately after the festival.

7) Alma pointed out that she still has about 1200 festival brochures in her foyer, and that the committee must make every effort to distribute these before the festival so that they don't go to waste. Alma also distributed the separate flyers for Callas Forever. She suggested that the brochures and flyers be placed in high-traffic venues such as the Bijou Bar, the Hide & Seek, Club Q, the Pride Center, and any other places that look promising.

8) The subject of post-festival evaluation forms to be included in the program was discussed. Marty stated that he still has a form from the 2001 festival in his archives, and that he will scan it and forward it to Joe to use as a template for this season.

9) During the final layout of the printed program, Marty will forward the sponsor's advertising banners to Joe for the preparation of a Powerpoint presentation to be projected on the screen between feature films.

10) It was agreed that the next committee meeting will be held at 19:00 on 2 September, at 1262 Terrace Rd. There are also meetings tentatively scheduled for 9 & 16 September at the same location.

11) The meeting adjourned at 20:20.

Marty Pebler
Secretary of the Board, PPLFF

